

## INTRODUCTION:



### **About Oceanside's Water Utilities Department & Green Oceanside**

The City of Oceanside is accepting applications for the position of Professional Assistant in the Solid Waste and Recycling (Zero Waste) Program. This program is a part of the City's innovative Green Oceanside environmental division.

The Oceanside Water Utilities Department is an innovative and forward-looking organization whose goal it is to ensure ongoing access to safe, affordable drinking water by maintaining top talent, resource resiliency, dependability, and system efficiency.



### **About the position**

Green Oceanside is seeking a part-time Professional Assistant who will work among the *Zero Waste* team to provide administrative support, outreach assistance, and customer service support for a wide variety of environmental programs and requirements. In this position, you may be asked to support other areas such as water use efficiency, watershed protection, and overall citywide sustainability.

### **About the Zero Waste team**

The City of Oceanside recently updated and adopted the 2020 Zero Waste Plan, reaffirming the City's goal of 75% to 90% diversion from landfills by 2030 through the implementation and development of policies, programs, and outreach efforts. Through the establishments of the Green Oceanside Campaign, the City's environmental team works closely with Oceanside's residents, businesses, community groups, and visitors, to understand and support a more sustainable and resilient community and local economy.

**Other details about the role...**

The selected candidate will primarily support the City's Solid Waste and Recycling/Zero Waste division, but may also assist with general Green Oceanside outreach and programming. This position averages approximately 20 hours per week and no more than 1,000 hours in one fiscal year, Monday-Friday between 7:30AM to 5:00PM. Occasional attendance at evening and/or weekend events may be required.

**If this sounds like you, keep reading!**





**This position is a temporary, hourly, extra-help position which does not include leave or medical benefits, and will not exceed 999 hours in a fiscal year.**

**Experience and Training:**

- Two years of public sector experience
- Experience using multi-line phone systems
- One year customer service experience

**Training:**

A Bachelor's degree or higher in public administration, business administration, or a closely related field.